

## CITY OF CALIFORNIA CITY

**POSITION:** Police Dept. Clerk/Dispatcher  
Part Time

**LOCATION:** Police Dept.

**HOURS:** Varied Hours-Days, Swings, Graveyard

**SALARY:** \$14.26-\$18.20 per hr

### **JOB DUTIES:**

Receive and transmit routine and emergency telephone and radio voice messages, dispatch assignments according to established police and fire procedures, operate various tele-communications center equipment, and provide clerical and record-keeping services to the Police Department.

### **MINIMUM REQUIREMENTS:**

1. High school graduate or equivalent.
2. One year clerical experience involving frequent public contacts preferred.
3. Ability to pass a background investigation and physical exam.
4. Ability to type at a corrected rate of 35 words per minute.
5. Ability to acquire POST Basic Dispatcher and Department of Justice CLETS/CJIS operator certification within 2 years of hire as an Emergency Dispatcher.

### **TESTING/INTERVIEW:**

Must pass extensive background investigation, pre-employment physical and drug testing. Testing and Oral interview required.

### **DEADLINE FOR APPLICATION:**

Completed City application must be submitted to the Personnel Department by **5:00 p.m., July 30, 2015**. Applications may be obtained at City Hall, Human Resources Dept., 21000 Hacienda Blvd., California City, CA 93505, or at [www.californiacity.com](http://www.californiacity.com) Phone (760) 373-7377. The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.

California City is a non-Social Security employer.

**EEO/ADA/Drug Free Workplace/Veteran's Credit Applies**